

Agenda Item No. 3.1  
For Agenda of 3.28.06



***Tigard City Council Meeting Minutes***

Date: February 21, 2006  
Time: 6:34 p.m.  
Place: Tigard City Hall, 13125 SW Hall Boulevard  
Tigard, Oregon  
Attending: Mayor Craig Dirksen Presiding  
Councilor Sally Harding  
Councilor Sydney Sherwood  
Councilor Nick Wilson  
Councilor Tom Woodruff

Agenda Item	Discussion & Comments	Action Items (follow up)
Workshop Meeting	<p>1.1 Mayor Dirksen called the City Council and the Local Contract Review Board to Order at 6:36 p.m.</p> <p>1.2 Roll Call: Mayor Dirksen; Councilors Harding, Sherwood, Wilson, and Woodruff.</p> <p>1.3 Pledge of Allegiance</p> <p>1.4 Council Communications &amp; Liaison Reports – None</p> <p>1.5 Call to Council and Staff for Non-Agenda Items</p>	
2. Presentation of Findings and Recommendations from the Financial Strategy Task Force	<p>Financial Operations Manager Indieke introduced Financial Strategy Task Force Chair Rick Parker and Task Force members Gretchen Buehner and Bev Froude.</p> <p>Chair Parker reviewed the findings and recommendations of the Task Force. A copy of the Report is on file in the City Recorder's office. The key recommendations include:</p> <p>a. Develop a comprehensive communication plan to inform and educate on how the City is</p>	<p>Next steps:</p> <p>Finance Director Sesnon said staff will review the Task Force recommendations to identify options for implementation.</p> <p>City Manager Prosser commented on the Budget development process. Departments have turned in</p>

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	<p>providing services.</p> <p>b. The Task Force did not find the City is providing any services it should not be providing.</p> <p>c. Performance audits should be conducted in key areas/programs, especially in the general fund.</p> <p>d. The City should continue adjusting fees and charges to recover costs.</p> <p>e. The City should support any reasonable County tax measure that would bring additional revenue to the City.</p> <p>f. The City should make sure that it is maximizing grant revenues and its share of revenues from the State, County, and Clean Water Services.</p> <p>g. Any local option levy rate should capture the cost of the program or service and all related support services and overhead.</p> <p>h. The City should pursue corporate/private sector funding or sponsorships for programs and projects.</p> <p>i. The City should continue to pursue existing efforts to develop cooperative agreements with local jurisdictions for equipment sharing and to minimize delivering duplicate services.</p> <p>j. Future City budgets should be analyzed when considering new programs and capital acquisition or construction.</p> <p>The Task Force's report also outlined an overall approach for a local option levy, identifying a sequential set of actions.</p> <p>Council/Task Force/Staff discussion topics:</p> <ul style="list-style-type: none"> <li>◆ Suggested using a graduate student intern to assist with the performance audit.</li> <li>◆ Suggested requesting assistance from a professional organization, such as American Water Works, to evaluate the methodology proposed for the City-programs audit.</li> <li>◆ Keep citizens involved in the process throughout the audit.</li> <li>◆ Talked about the increased operating costs for the library, the inability to keep pace with costs, and the need to identify a long-term funding method.</li> </ul>	<p>their Budget requests to the Finance staff for review.</p> <p>City Manager Prosser will start building his proposed budget and anticipates the City Council/Budget Committee will see many of the recommendations reflected in the proposed budget.</p> <p>Mayor Dirksen noted there is no question the City should move forward with the Task Force's recommendations. If the City anticipates it might have to ask citizens for more money, it first must validate what it is doing already. He supported the idea of targeting certain areas for a performance audit and then, based on the outcome, determine whether an audit in other areas is warranted.</p> <p>Mayor Dirksen said to continue citizen involvement. A citizen group, such as the Task Force, could act as an oversight committee for the performance audit. This might give a higher level of citizen comfort about objectivity. He asked for continued involvement of the Task Force members.</p> <p>City Manager Prosser suggested that Task Force members be asked if they want to remain involved as all members serve either on the Budget Committee or on another Board or</p>

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	<ul style="list-style-type: none"> <li>◆ Discussed the comparison of tax rates for local jurisdictions. There were questions about whether variables were factored in (i.e., fire service and franchise fees).</li> <li>◆ First decide on overall strategy to determine how to proceed with more detailed work.</li> <li>◆ Discussed the performance audits with focus on the police and library departments. It was suggested that the police department budget was already lean and other areas in the City need to be reviewed. Response was that the Task Force recommended the audit target areas where the largest percentage of general fund dollars is used.</li> <li>◆ A comment in agreement about reviewing the services provided and whether there might be a way to recover costs.</li> <li>◆ Performance audits are not limited to financial data. Developing a good scope of work will be key.</li> <li>◆ Review what can be done with less; what services are critical to the life of the community.</li> <li>◆ A comment that it is good to periodically prepare reduction-package budgets.</li> <li>◆ Reticence expressed in pursuing a local option levy until all other alternatives are considered.</li> <li>◆ Discussed the current tax system, tax limitations, and inequities in property assessments.</li> <li>◆ Suggested a review of City programs, services, equity and restructuring; that is, a comprehensive review of the entire organization.</li> </ul>	<p>Committee. Financial Operations Manager Imdieke said some members have expressed interest in continuing to be involved.</p>
<p>3. Joint Meeting with the Planning Commission – Overview of the Comprehensive Plan Work Program</p>	<p>Planning Commission Members Present: Chair Padgett; Commissioners Anderson, Buehner, Caffall, Inman, Padgett; Commissioner Duling arrived at 8:01 during discussion on the Planned Development Code review.</p> <p>Staff present: Interim Community Development Director Coffee, Planning Manager Shields, Senior Planner St. Amand.</p> <p>Senior Planner St. Amand presented an overview of the Comprehensive Plan Update. A copy of the PowerPoint presentation is on file in the City Recorder's office.</p>	<p>Comments during discussion included:</p> <ul style="list-style-type: none"> <li>- Be responsive to items identified in the vision survey.</li> <li>- Public involvement needed throughout the project.</li> <li>- Council approval will be sought on sections, the City Council will be asked to adopt the finalized document as a whole.</li> <li>- Continue to coordinate</li> </ul>

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Code Revision Projects	<p>The purpose of the update to the Comprehensive Plan is to develop a citizen-driven blueprint for the City's next 20 years based on current conditions, community values and goals (Tigard Beyond Tomorrow Vision), citizen surveys, and state/regional requirements. Senior Planner St. Amand reviewed with Council the action plan, methodology, Planning Commission role, multi-phased work program, public involvement, and the timeline.</p> <p>City Council, Planning Commission, and staff discussed topics outlined in a February 17, 2006, memorandum from Interim Community Development Director Coffee regarding Code Revision Projects. A copy of the memorandum is on file in the City Recorder's office.</p> <p>Discussed in more detail was the Planned Development Code review. A draft ordinance has been written by staff and will be scheduled for a City Council work session. Issues discussed regarding Planned Developments included:</p> <ul style="list-style-type: none"> <li>- Access by general public to the open spaces within planned developments.</li> <li>- Benefits to the community at large questioned.</li> <li>- Objectives of the developer are not necessarily to the benefit of the general public.</li> <li>- Presently, if the development meets the criteria of the Code, then the development must be approved.</li> <li>- Suggestion that Code language be developed identifying what is considered to be of benefit and findings must state how the community values are met.</li> <li>- Three things are usually of concern to the public with new development: 1) increase in traffic; 2) loss of trees; and 3) loss of privacy.</li> <li>- Objection to including in calculations land within the development that can't be developed when justifying smaller lot sizes or to meet mitigation requirements.</li> <li>- Develop language to mitigate impacts of the development on the immediate neighborhood.</li> </ul>	<p>with the County on areas outside City boundaries; however, no detailed planning will be done outside the City.</p> <ul style="list-style-type: none"> <li>- The City has no authority to plan for areas outside the City, including Areas 63 and 64 in the urban growth boundary.</li> <li>- All of the City's planning staff will be involved in this project.</li> </ul> <p>Planned development code revisions will be reviewed by the Planning Commission on March 20. City Council will review on April 18.</p>

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	<p>- Policy decisions are needed on open space: Who will take care of it? Will it be dedicated to the public?</p> <p>- No limitations for developers on planned developments; there are "holes" in the Code.</p> <p>- Negative impacts to the immediate neighborhood includes: small lot sizes, lack of parking, private streets, and the perceived reduction in property values.</p> <p>- Need to reorganize Code language so it is more user friendly. There are regulations outside the Planned Development section of the Code that affect how the Planned Development regulations are applied.</p> <p>- Issues with Planned Development Code summarized as:</p> <ul style="list-style-type: none"> <li>◆ Evaluate the public benefit of a planned development.</li> <li>◆ Review general public accessibility of open space within a planned development.</li> <li>◆ Determine whether the open space will be the responsibility of the City.</li> <li>◆ Lot-size averaging – eliminate or significantly reduce availability of this provision; i.e., use for a specific reason, not just for the convenience of developing the property.</li> </ul>	
<p>4. Joint Meeting with the Committee for Citizen Involvement (CCI)</p>	<p>Committee Members Present: Chair Basil Christopher; Teddi Duling, Bev Froude</p> <p>Associate Planner Roberts introduced this agenda item. CCI Chair Christopher summarized the Committee's activities and referred to the staff report submit to the City Council members in their meeting packet. The Committee's areas of focus included:</p> <ul style="list-style-type: none"> <li>◆ Neighborhood Program</li> <li>◆ Land Use Neighborhood Meeting</li> <li>◆ City Capital Project Notification Process</li> <li>◆ Outreach to Under-Represented Groups</li> <li>◆ City Web Page</li> <li>◆ Capital Improvement Program Public</li> </ul>	<p>When asked what the next step is with regard to activities, Committee members requested continued City Council support for the Neighborhood Program and utilization of the Cityscape and City's website. Associate Planner Roberts proposed that City departments review and comment on action items listed in the CCI's report. City Manager Prosser suggested that the City of Tigard Executive</p>

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	<p>Participation Process</p> <p>Committee members spoke of their support for the CCI to concentrate on improved communication with citizens.</p> <p>There was discussion on connecting communication efforts to the Tigard Beyond Tomorrow Vision goals, which are also connected to the City Council 2006 Goals. Mayor Dirksen noted that the Agenda Item Summary forms used by staff to summarize items on the City Council agendas, describe each City Council agenda item's connection to City Council and Visioning Goals. Committee member Froude suggested that this would be good information to share with citizens.</p>	<p>Staff review CCI's Annual Report to Council and report the status of the program-specific recommendations listed.</p>
	<p>Council meeting recessed: 8:41 p.m. and Council members then met as the City Center Development Agency at 8:55 p.m.</p> <p>Council meeting reconvened: 9:39 p.m.</p>	
<p>5. Update on Burnham Street Project</p>	<p>Staff presenter: City Engineer Duenas</p> <p>The PowerPoint presentation overview is on file in the City Recorder's office.</p> <p>City Engineer Duenas reviewed the existing conditions of the street. The challenge will be to decide how much of the project should be completed now and what can be reserved for future construction by developers. Two options, including advantages and disadvantages, were reviewed:</p> <p>Option 1 – Purchase entire right-of-way needed (including slope and construction easements) and construct full improvements out to the designated right-of-way width.</p> <p>Option 2 – Purchase enough right-of-way to construct a basic section, construct the basic section,</p>	<p>City Council supported Option 1. Next step is to finalize the design and acquire right of way.</p>

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	<p>and then let development dedicate and construct the remaining sections.</p> <p>The ideal would be to acquire the necessary right-of-way and construct the street as proposed in the concept design. Burnham Street is identified in the Transportation System Plan and must be constructed to a three-lane width in order to be eligible for Traffic Impact Fee funding. City Engineer Duenas advised he would explore with the County whether adding a bicycle lane would count towards adding additional capacity.</p> <p>Council members commented on the project implementation and support was expressed for Option 1. Burnham Street is a catalyst project for the downtown development and should not be constructed in a patchwork manner. There was discussion on a preferred median design with occasional islands to accommodate left turns and traffic. There was discussion about traffic calming; i.e., slower movement of traffic. Also to be considered is on-street parking and mid-block pedestrian crossings.</p> <p>The proposed 2005-06 budget includes \$300,000 for design and right-of-way acquisition.</p> <p>Mike Marr advised the City Council direction for Option 1 is similar to that which is supported by most of the members of the City Center Advisory Commission.</p> <p>It is the desire of the City Council to move ahead as quickly as possible on this project.</p>	
<p>6. Consider Formation of a Local Improvement District (LID) in the Tigard Triangle</p>	<p>Staff Presenter: City Engineer Duenas</p> <p>Also present for Specht Development: Ed Murphy and Todd Schafer.</p> <p>City Council reviewed information regarding the petition to form an LID in the Tigard Triangle. The PowerPoint presentation overview is on file in the City Recorder's office. Specht Development is the</p>	<p>Consensus of City Council is to move forward and have the City Engineer prepare a resolution for Council consideration authorizing preparation of a Preliminary Engineer's Report. Council will consider this resolution at its February 28, 2006, City</p>

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	<p>owner or contract purchaser of 15 of the 25 parcels within the proposed LID boundary.</p> <p>City Council members discussed the affect the LID would have on other properties.</p> <p>Mr. Murphy said the area is zone MUE (Mixed Use Employment). He acknowledged there might be issues from property owners in the area and said the City has made the decision, by zoning the area MUE, that redevelopment is planned for the area. Property-owner notifications have not been done; direction is needed from the City Council whether to proceed with consideration of LID formation.</p> <p>Specht Development, Inc., has agreed to pay in advance the cost of the preliminary engineer's report with the understanding that the City will include the cost of preparing the report in the LID, if the District is established.</p> <p>City Manager Prosser described the Bancroft bonding process. He also noted some relief might be available from the state to low-income elderly residents who might live within the District (should the District be formed).</p>	Council meeting.
7. Discussion – Councilor Harding Communication Ideas	<p>City Council discussed ideas to improve communications, including:</p> <ul style="list-style-type: none"> <li>♦ Revise sign-in sheets at City Council meetings so citizens can indicate their areas of interest and to help identify volunteers.</li> <li>♦ Discussed the Neighborhood Program, which will incorporate the Community Connector Program. There was a suggestion to reach out to Tigard residents in the Beaverton School District by using the Neighborhood pilot project.</li> <li>♦ Discussed a statistically valid citizen survey. City Manager Prosser noted a survey will be done as part of the Comprehensive Plan review. He suggested that a survey be conducted every other year.</li> <li>♦ Data from other surveys might be incorporated and compared with the</li> </ul>	



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	<p>statistically valid survey.</p> <ul style="list-style-type: none"> <li>◆ Focus groups would also be another option for acquiring information from citizens.</li> <li>◆ Make public notice signs more visible. Supply telephone information on signs whereby interested parties could access a recorded message providing more detailed information regarding a proposed project. In addition, information should be made available on the City's web site; i.e., a link for public notices.</li> <li>◆ Suggestion for better City Council liaison reports and reports from staff to share what is occurring in the community.</li> <li>◆ Suggestion that less space be devoted to library programming in the Cityscape.</li> <li>◆ Utilize expertise of volunteers.</li> <li>◆ Post City Council goals at the Library. Make use of display area at the Library for City of Tigard programs.</li> <li>◆ Default screen on Library computers could be set to the City of Tigard home page.</li> <li>◆ Requested information be made available explaining system development charges – how these funds can be used. (Referred to information prepared by the League of Oregon Cities.)</li> <li>◆ Streamline City Council Agenda Item Summaries; avoid repetitive language. General City Council consensus was for staff to be cognizant of the need for concise writing, seeking improvements over time.</li> <li>◆ Suggested better relationships could be furthered with the School District if City Council members attended school activities. This idea could be explored with the School District at a joint meeting scheduled for April 2006.</li> </ul>	
Adjournment	11:08 p.m.	

Catherine Wheatley  
Catherine Wheatley, City Recorder

Attest:

C. L. Oll  
Mayor, City of Tigard  
Date: March 28, 2006

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